

**UNH Child Study and Development Center**  
**ADMISSION POLICY 2017-18: Full-day Child Care**  
**Infant/Toddler & Preschool Programs**  
[www.chhs.unh.edu](http://www.chhs.unh.edu); email: [csdc.info@unh.edu](mailto:csdc.info@unh.edu)

### **General Policy**

The CSDC Full-day Child Care Programs are open to children who meet the age-requirements for entry and have a parent/guardian who is a benefits eligible UNH/USNH faculty, PAT, operating staff employee or post-doctoral associate, undergraduate student (enrolled for a minimum of 12 credits hours per semester) or a graduate student enrolled in a full-time equivalent program, including active dissertation work. Children from non-UNH eligible families are admitted only if openings remain and no eligible applications are on file.

*In cases where the parent/guardian loses status as a benefits eligible USNH employee or full-time student after her/his child has attended a CSDC full day child care program for an academic year or equivalent, enrollment may continue with the Executive Director's approval in writing. Tuition will be at the full community rate with no sibling preference. In other cases where a family loses USNH status the Executive Director may extend enrollment for the current school year.*

### **Application**

All families interested in having a child attend a CSDC full-day Child Care Program must first complete an Application Form for each child (please see priority deadline below). All applications for admission should include a \$15 non-refundable check made out to UNH. Forms are available online at our website.

Families seeking admission who have a completed application form on file at the CSDC office by the close of business on **March 1<sup>st</sup>** (or the next business day) will be entered in a lottery for the creation of a waiting list for each full-day program for available spaces in the coming academic year. All applications for the coming school year submitted after March 1 will be added to the waiting list created by the lottery in the order they are received.

### **Admission Preferences**

The order of preference for admission to CSDC Full-day Child Care Programs will be:

1. Children already attending a CSDC full-day program;
2. With teacher's written recommendation, the Executive Director's may approve prior to the March 1<sup>st</sup> lottery, any child returning to the same CSDC classroom for a second year;
3. With the Executive Director's written approval, any child of a UNH faculty who returns from a sabbatical or appointment, if the child attended CSDC immediately prior to the leave;
4. With written approval from the Executive Director, children with special needs previously admitted to CSDC who temporarily attend a specialized program and wish to return to CSDC the next year;
5. Children (of UNH eligible families) currently attending a CSDC part-time nursery program who seek to enter a full-time program;
6. In the infant room one space is reserved for a child of CSDC staff and one space is reserved for a child of tenure-track faculty in the Department of Human Development and Family Studies.
7. Siblings of children already attending a CSDC full-day program (see "Sibling" policy below)
8. Children on the Waiting List created for each classroom by the annual admissions lottery (please refer to the separate FAQ sheet on the CSDC Admissions Lottery).

In order to build an inclusive and diverse program for teacher training and research, the Executive Director may consider gender, special needs, family diversity and income, and ethnicity in making admissions decisions when drawing from the Waiting List. The Executive Director may also consider the staffing needs of the center in making admissions decisions.

Each year all applications on file by March 1, including remaining applications from the previous year, will be entered in a new lottery to create the following year's waiting list. Sibling preference is determined from the child's first CSDC lottery and remains unchanged until admission if still eligible as noted in the sibling policy below.

### **Admissions Offers and Acceptance**

Classroom assignments for current CSDC children are confirmed *prior* to the annual March lottery. Spaces for *new* children begin to be offered in March and will continue until all openings are filled. **A center tour and classroom visit (30 minutes) is required for all families new to CSDC (no prior child has attended) as part of completing admission.** The next eligible family is contacted by mail or telephone as soon as an anticipated opening occurs and a tour/visit can be arranged if needed. Unless otherwise noted in the admission offer, the family will have 48 hours following the tour/visit (or initial call if no tour needed) to accept the offer by paying the required registration fee. If a family declines an opening when it is offered, the child may remain on the Waiting List but will be moved to the bottom until the next year's lottery is run. If a family declines a subsequent time, the child is removed from the Waiting List.

### **Sibling Preference for CSDC Admission**

- Because of limitations of class size and other preferences, sibling preference does *not* guarantee enrollment at CSDC.
- Once a child has been admitted from a family, eligible siblings will receive preference for available CSDC slots in other programs subject to the UNH family preference. This sibling preference requires that children from the same family will be concurrently attending CSDC programs. There is no alumnae preference in CSDC full-day programs.
- Sibling order of preference is determined by the child's first lottery and remains unchanged until admission if still eligible.
- A child with a CSDC sibling seeking entry to a particular classroom and who has a waiting list order already established (by a lottery) for that classroom will have priority for admission over another child with a sibling preference moving up from a younger group.
- In cases where a family is offered and accepts a space for their child in a CSDC classroom and that child has a sibling eligible for the *same* classroom (e.g. a multiple), the next available space will be offered to that sibling. Siblings eligible for the same classroom are placed in the lottery as one entry.
- Sibling preference in the full-time program only extends to eligible USNH employees or students.